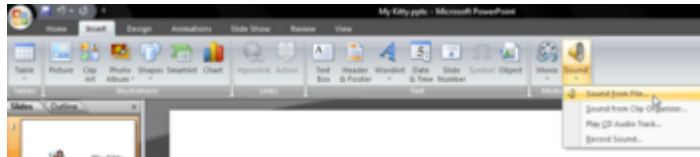
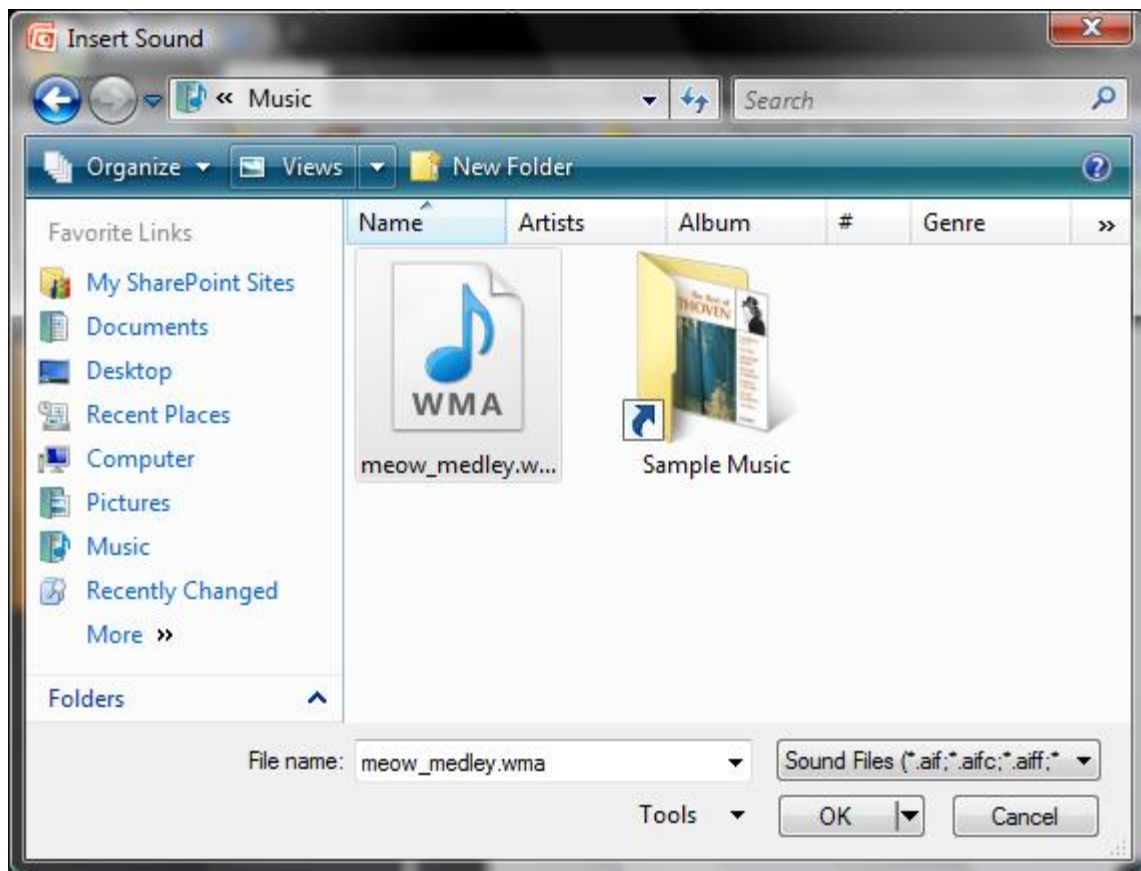

Navigate to the "Insert" tab and select "Sound" from the "Media" grouping. To add a specific sound file, select to "Insert sound from file."

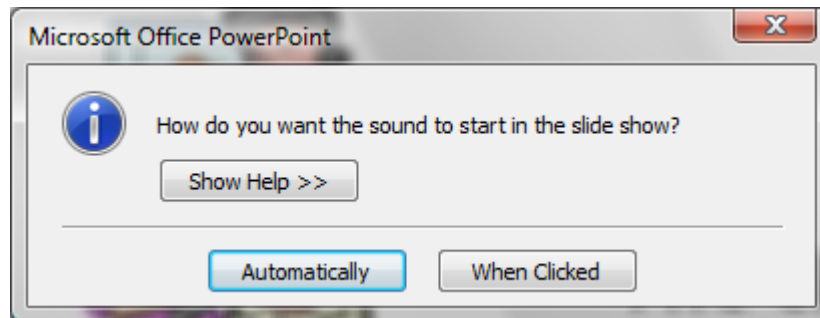


It's to the far right of the Ribbon in the Insert tab

Browse to where your file is located, and click "Ok" to drop the sound file onto the slide, in which you are working, as an object.




Choose whether you would like the sound to play automatically, or to be started upon clicking on the sound object icon within your slide.



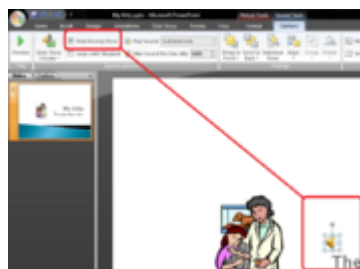
Tips

- If you would like to change your choice of whether to play the sound automatically, or after a mouse click, access the drop down menu in the "Sound Tools - Options" contextual tab in the Ribbon.



 This contextual tab allows you to reconsider your sound options

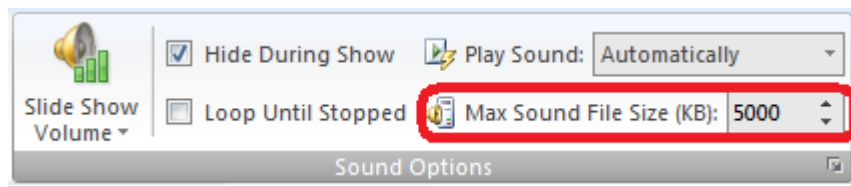
- By default, PowerPoint 2007 leaves the sound object as a visible object in your slide. This can be toggled by clicking the box labeled "Hide during show," located in the "Sound Tools - Options" contextual tab.





This will help you have a cleaner presentation when playing a sound automatically, but if you have selected to start the sound playback upon clicking the object (see Step 3), you will not be able to do so if you've elected to hide the object during the presentation.

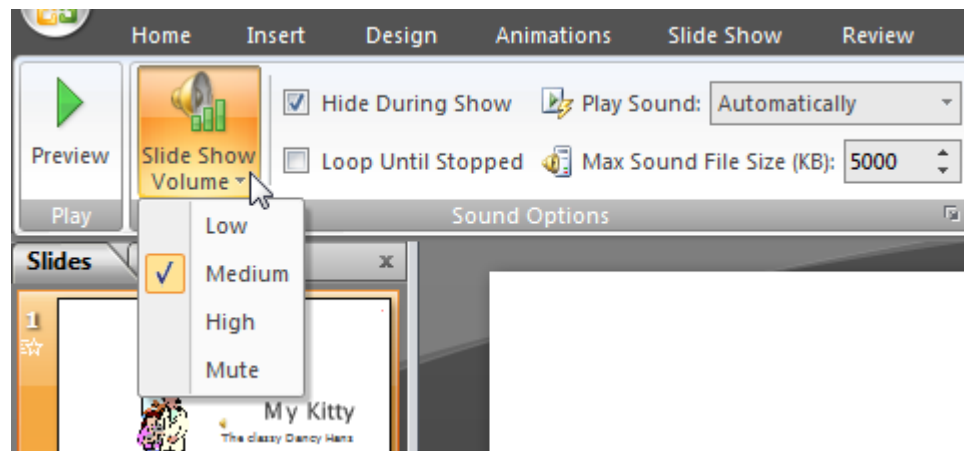
- Increasing the file size limit for embedded sounds will absorb the sound file, if it is under the limit, into your presentation's single ".pptx" file. If the sound(s) you have included in your presentation are above the limit you specify, you will need to include the sound file(s) in the same location as your ".pptx" file, wherever you save it or share it (e.g., you would attach the ".pptx" file *and* the accompanying ".mp3" file in email if you were to be sending your deck to a colleague).



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Warnings

- Keep an eye on the volume setup of your presentation hardware if you're planning to play a sound in your PowerPoint presentation. One way to avoid blasting your audience's ears (or causing 20 older folks to turn up their hearing aids) is to specify a volume level while editing your slide. This can be accessed in the "Sound Tools - Options" contextual tab of the Ribbon.



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